

HELENA TRANSPORTATION ADVISORY COUNCIL (HTAC)

Agenda

May 20th, 2014 Monthly Meeting
City County Building, 316 North Park Room #426
2:30 PM till 4:00 PM*

*Note that the May meeting will begin at 2:30 PM end at 4:00 PM as we will be hearing from Jeff Key (Peccia and Associates), about the [Greater Helena Area Long Range Transportation Plan \(LRTP\)](#) process and additional input opportunities.

- 1. Introductions (5 min.)**
- 2. Approval of Minutes for March (5 min.)**
- 3. Old Business (15 min.)**
 - a. **HTAC Self-Assessment/Action Plan Work Session Update (5 min.)**
 - b. **Community Transportation Association of America (CTAA) Inclusive Transit Planning Grant Round 2 (10 min.)**-Update/Introduction of Consultant Team that will be working with HTAC Subcommittees and other community stakeholders-Deborah Swingley (MTCDD)
- 4. Presentation/Discussion (30 min.)** *Greater Helena Area Long Range Transportation Plan (LRTP) 2014 Presentation and Discussion-Jeff Key, Project Manager, Peccia and Associates*
- 5. Lead Agency Update (HATS) (20 min.)**
 - i. Ridership
 - ii. MILP Demonstration Project
 - iii. HATS FY 2015 Budget progress/East Valley Bus Service Budget Options
- 6. New Business (5 min.)**
 - a. Joint City/County Commission HATS “Ride Along”
- 7. Public/Consumer Comment (5 min.)**
- 8. Adjourn**

Conference Call Phone Number – 447-8400
If you have difficulty connecting to this number please
Call 431-7665

HATC meetings are the 3rd Tuesday in each month and will begin promptly at 2:30 pm.
As outlined by the Montana Department of Transportation, a TAC is an advisory council that cooperatively assists the lead transit agency manager in assessing and prioritizing local needs, as well as discusses and make recommendations on various transit related issues.

<http://www.helenamt.gov/public-works/hats/helena-transportation-advisory-council.html>

HELENA TRANSPORTATION ADVISORY COUNCIL (HTAC)

Minutes

April 15, 2014 Monthly Meeting Minutes City County Building, 316 North Park, Room #426 3:00 PM

Attendance: Cindy Baril (outgoing Vice Chair), Steve Larson (HATS), Allison Batch (SAVE), Elizabeth Andrews, (HCC District #2/incoming Chair), Les Clark (MILP), Brian Johnson (United Way/incoming Treasurer), Carole Solomon (YWCA), Jaymie Sheldahl (RMDC-Head Start/incoming Secretary), M.C. Beeby (Youth Connections), Laura Erickson (Finance L&C County), Deborah Swingley (Mt Council MDD/incoming vice-chair), Andy Hunthausen (BOCC), Vivian Crabtree (outgoing Chair), Karen Lane (L&C Health Dept), Mike Hruska (taxi), Janette Clark (pending), Pat Sanders (DPHHS), Rachel Peura (City Helena ADA Committee), Susan Pesta (West Mont), Judy Harris (citizen), John McRea (Aging Services), Bobb Allen (at large), Jennie K. P. Ekwortze (Senior Companions) and Barbara Sheridan (outgoing Secretary/HATS).

Conference Phone: No callers.

Introductions: Meeting started with introductions all in attendance signed sign-in sheet.

Approval of minutes: Deborah Swingley moved to amend the 3/18/14 minutes with the following language, “Staff was reminded that HTAC role is to advise the Lead Agency, and part of the TDP and FY15 Coordinated Plan is for HTAC to explore existing and additional funding mechanisms, not just the district approach suggested by city staff.” Motion was seconded by Elizabeth Andrews. All in favor of amendment and minutes approved.

Old Business:

- a. Election results
- b. CTAA Grant Round 2 (update from county/MTCDD proposal update/conference highlights)
- c. HTAC request to staff for costs for services outlined in JY 2015 coordination plan (status?)
- d. MILP Mobility Management Pilot Project proposal

A. Election results:

Chair – Elizabeth Andrews

Vice-Chair – Deborah Swingley

Treasurer – Brian Johnson

Secretary – Jaymie Sheldahl

Incoming officers were introduced and meeting was turned over to new Executive Committee

Gifts were given to outgoing executive committee and thanks given for years of service.

Vivian's advice: "Keep coming to the meetings. Nothing more important right now than to build a transportation system that can serve our city and eventually our county. We don't have time for the nonsense of six people at the table anymore."

B. CTAA Grant Round 2 (update from county/MTCDD proposal update/conference highlights):

Laura Erickson said there was a proposal requesting consultant services received from the MT Council on Developmental Disabilities. Deborah Swingley passed out a one page summary of proposal. It will be on the agenda for the meeting on Thursday April 23rd at 9am and Laura will send out agenda. Appreciate county putting time into application. If proposal accepted it will begin right away.

Commissioner Andy Hunthausen, Vivian Crabtree and Laura Erickson gave conference highlights:

Vivian - Seven organizations were selected to come for training and education. They got to know each other and the different problems then they interacted even at lunch time they were divided up so they were a good mix. They have for the next year a list of projects that we have to do. Laura has to write a monthly report and submit it then at the end of the year the reason for all this was made clear at the end of the project. What are you going to do with all the info? The hope and energies will go into taking all the information and build a model to help all the rest of the states that need to develop public transportation in their counties. Good cross selection of states, rural and city.

Laura – loved us from Montana. Some of the funders will visit us this summer. Intense project and they saw the growth around one. They are really pulling for us and offer a lot of support.

Andy – excited about our first round, they were excited about what the plan is. Recognize the opportunity our community has. Andy thinks there will be future funding. Money for mobility managers and expanding systems and they said maybe, no guarantees. It was a diverse group with great stories some are much further ahead than we are, we have a lot to learn from each other.

Deborah Swingley requested the HTAC endorse the collaborative application of MTCDD and integration of the HTAC members via subcommittee work if the grant is successful. Deborah informed the HTAC that none of the disability collaborators on the grant are receiving funds through the contract. All of the award funds will be going to the consultants for their specific scope of work. Elizabeth Andrews is a professional community organizer and was approached by Deborah Swingley to help with the proposal and implementation. Elizabeth

also offered to donate pro-bono any help she can give while acting as Chair of HTAC. They put the proposal together in collaboration with several HTAC members after the last meeting. Deborah will act as the administrative entity and Elizabeth will act as consultant coordinator and liaison to HTAC./subcommittees.

Deborah Swingley moved that HTAC endorse the collaborative application of MTCDD and integration of the HTAC members via subcommittee work if the proposal is accepted by the county commission.

Seconded by Vivian Crabtree.

Discussion: Les Clark asked what consultants will be used. Elizabeth Andrews summarized action areas and proposed consultants: invigorate the HTAC (coordination/travel training program/develop mobility management program), policy and funding, HATS Communications and Marketing, Consumer Engagement – consumer council).

Vote called and passed unanimously

c. HTAC request to staff for costs for services outlined in FY 2015 coordination plan (status?):

HTAC requested from city personnel in last meeting to have actual costs attached to each line item as outlined in the FY2015 Coordination Plan – Steve has not spoken to Tim McGee. Elizabeth will follow-up.

d. MILP Pilot Project proposal – Bob Maffit:

Bob is heartened by the attendance and HTAC is piggybacking on momentum. Bob is Executive Director of MILP. MILP put in for 5310 capital funds along for an accessible van they want to integrate in with partners the city and the Taxi Mike Ruska, so city taxi can offer ride to person with a disability. We are ahead of the nation in a cooperative partnership. Steve and Bob are in the process of drawing up a contract:

1. Demonstration project
2. mobility management and developing an integrated transportation plan
3. Levels playing field:

Mobility Management is tactical and strategic.

Determine eligibility, work on educating staff, when denied ride work with Mobility Manager to work with taxi or volunteer ride

Outreach relationship building create more MOU's

MILP propping to match some of the unexpended 2014 HATS funds from the feds, so funds have to be spent by the end of the fiscal year, June 30th.

Want to approach both and hope project will also inform county grant activity around mobility management program and job description.

Will there be a reduction in taxi fares? Taxi companies is regulated by public service commission so there will be rides if they could have gotten by the public but couldn't can get a taxi ride and the ride will be comparable in cost to keep everything on a level playing field. It is going to enrich our community to a 24/7 service for people with wheel chairs. West Mont may

be able to help with after hours service. Mobility Manager will develop a system where more sources can offer rides.

Ridership update: (see attached)

New Business:

- a. HTAC 2015 Work plan (Review Priority in coordination plan/set up respective subcommittees – New Chair would lead this discussion)

A. HTAC 2015 Work plan (Review Priority in coordination plan/set up respective subcommittees):

Priority for the HTAC is to revitalize and have a clear direction. Elizabeth found a tool “Framework for Action” to help build a coordination work plan for the year through a three hour work session. Deborah Swingley explained briefly the benefits to a self-assessment process, is a trained facilitator and volunteered to facilitate the work session at no cost to the HTAC. Need a half a day commitment from HTAC members. Brian Johnson wanted to clarify the notion of going through a planning process to take the FY 2015 Helena Coordinated Plan submitted to MDT in March and boil it down to action steps.

How does work of this committee and three hour planning session mesh with what Steve does on his own? HATS is the HTAC lead agency. In order to get federal funds lead agency is required to have a TAC to help assess, prioritize, plan, vet coordination opportunities and other opportunities. HTAC is responsible for the Coordinated Plan part of the HATS 5311 grant funding application to MDT each year. Having HATS and other HTAC members and transportation people in the community come to the work session will be valuable so we can better coordinate with the agencies and organizations committed to transportation resources around the community. 5 year TDP and Helena Area Inclusive Planning Grant Round 1 helped inform FY 2015 Helena Coordination Plan developed by HTAC in Jan and Feb. HATS can only implement a few year one action items, as working under a status quo budget. Several Year One action items that city not funding covered by county grant. Others will need additional sources of funding in order to be accomplished in FY 2015.

Elizabeth will go forward getting dates and times out to see what will work best and have the work meeting set for either late April or early May.

Elizabeth put together proposed subcommittee sign up to line up with grant action plan in prep for county commission approval so group can hit the ground running:

1. Coordination Subcommittee (includes coordination, travel training and mobility management activities)
2. Service Improvement/Funding Subcommittee
3. HAT Communications and Marketing Subcommittee
4. Consumer Engagement Subcommittee

Subcommittees will inform and help guide the consultants. Passed around a sign-up sheet for sub-committees it will be also be circulated and on on google docs for sign up.

Public Comment Opportunity:

1. Bob Allen asked if meeting could be held at 2pm instead of 3. Another suggestion was to meet after 5 or on the week-end because people want to come to the HTAC meeting but have to work during the current meeting time. It will be discussed at self-assessment.
2. Elizabeth Andrews asked Vivian Crabtree to work with Council on review and revision of by-laws at next month's executive committee meeting
3. Peccia and Associates have been hired to put together the Ten Year Greater Helena Area Transportation Plan and want to meet with HTAC and talk about the process and get input. This is an opportunity to get HTAC involved in transportation future planning for the broader Helena area.
4. HTAC members asked for further explanation as to what the sub-committees are so HTAC members know where best to volunteer. Elizabeth Andrews will send out an email with detailed descriptions and tentative time requirements.

Cindy called motion to adjourn, motion was seconded. Meeting adjourned at 4pm.

Next Meeting: Proposed date – May 20, 2014 at 3:00 P.M. in room #426 of the City County Building, 316 North Park Ave.

NOTE** All agenda items/issues must be turned into Elizabeth Andrews no later than May 9, 2014. Final agenda and materials will go out a week ahead of monthly meeting. A reminder email will go out the day of the meeting. Meeting will be posted on the city web www.helenamt.gov/public-works/hats.html They will also be available in the HATS conference Room in a binder. Please print your materials and bring them with you to the meeting. Thank you!

(continued)

May 20th Meeting Materials

Please note the below staff memo as background for the discussion of **item 5(iii)-East Valley Bus Service/Budget Options on our May 20th meeting agenda**. It is our understanding from staff that during a Joint City/County Budget Work Session last month, the respective commissions requested this memo be developed and distributed to the commissions by staff. HTAC Executive Committee members learned about the document during an Intergovernmental Transit Advisory Committee (IGTC) meeting and asked for an electronic copy for review. After reviewing the document we respectfully requested that all HTAC endorsement language (highlighted in yellow) be removed from the document, as the HTAC body has not voted to endorse any given option(s). We understand that staff has informed the respective commissions of the errors in the below staff memo.

FY15 East Valley Bus Service/Budget Options (Not Prioritized)

Option #1 - Same Service Delivery Area – Reduced Hours

Assumptions:

- a. Reduces service from 40 hrs per week to between 27 hrs per week (three 9-hour days - 8 service hours per day) and 32 hrs per week (Possibly three 10-hour days – 9 service hours per day).
- b. Maintains County & East Helena Contributions at FY14 level (\$34,500).
- c. The submitted preliminary budget would allow for this option.

Discussion:

If this option is selected a review of the service area and hours should be discussed. The current service area needs a least two buses to adequately serve the riders within a reasonable timeframe (hourly) due to the service area size, winter weather and road conditions. These challenges make keeping the east valley service on schedule very difficult. During the 2013-2018 Transit Plan update a spot check on the east valley bus demonstrated that it was behind schedule 6 minutes or more 35% of the time. This was confirmed in a recent spot check. Additionally, only serving 8 hours a day - three days a week does not allow the riders to use the service for transportation to their place of employment and return home.

Option #2 - Change the East Valley service to an East Helena/Helena commuter service.

Assumptions:

- a. Reduces service from 40 hrs per week to between 27 hrs per week (three 9-hour days - 8 service hours per day) and 32 hrs per week
- b. Maintains County & East Helena Contributions at FY14 level (\$34,500).
- c. The submitted preliminary budget would allow for this option.

Discussion:

Service would start in East Helena at 6:15 am with a second trip starting at 7:15 am. Afternoon return trips would start with the first run at 4:15 pm with a second run at 5:15 pm. This commuter service requires 6 hour of service per day. Guaranteed Ride Home could be part of the program. This option was the recommended option in the Transit Development plan **and endorsed by the Helena Transportation Advisory Council**. This service would be easier to provide, more efficient, and timely. However, the larger area of the East Valley would need to be serviced by a different provider.

Option #3 – Same Service Delivery Area – Maintain Current Hours

Assumptions:

- a. Maintains service at 40 hrs per week (five 9-hour days - 8 service hours per day).
- b. County & East Helena contributions would need to increase to approximately \$41,500; an increase of \$6,950.
- c. The submitted preliminary budget would not allow for this option unless additional funding is added to budget.

Discussion:

If this option is selected a review of the service area and hours should be discussed. The current service area needs a least two buses to adequately serve the riders within a reasonable timeframe (hourly) due to the service area size, winter weather and road conditions. These challenges make keeping the east valley service on schedule very difficult. During the 2013-2018 Transit Plan update a spot check on the east valley bus demonstrated that it was behind schedule 6 minutes or more 35% of the time. This was confirmed in a recent spot check. Additionally, only serving 8 hours a day - three days a week does not allow the riders to use the service for transportation to their place of employment and return home.

Option #4 – Eliminate East Valley Service - Add Helena West side commuter route

Assumptions:

- a. Begins service at between 27 hrs per week (three 9-hour days - 8 service hours per day) and 32 hrs per week (Possibly three 10-hour days – 9 service hours per day). Same hours as Option #1 & #2
- b. County & East Helena Contribution would not be required.
- c. The City of Helena General Fund Contribution would need to increase \$34,500.
- d. The submitted preliminary budget would not allow for this option without additional revenue from City General Fund.

Discussion:

This option would allow the City of Helena to build toward a full west side fixed route and would serve city residents. If this option is selected the city would need to add the match funds that Lewis and Clark County and the City of East Helena currently provide. Creating a West side route is one of the priorities of the Transit Development plan and endorsed by the Helena Transportation Advisory Council. It isn't possible to determine if ridership would increase, decrease, or stay about the same under this option.

Option #5 – Eliminate East Valley Service – Add West Side Route

Assumptions:

- a. Service level at 40 hrs per week (five 9-hour days - 8 service hours per day).
- b. County & East Helena Contribution would not be required.
- c. The City of Helena General Fund Contribution would need to increase approximately \$41,500.
- d. The submitted preliminary budget would not allow for this option without additional revenue from City General Fund.

Discussion:

This option would allow the City of Helena a full west side fixed route and would serve city residents. If this option is selected the city would need to add the match funds that Lewis and Clark County and the City of East Helena currently provide. Creating a West side route is one of the priorities of the Transit Development plan and endorsed by the

Helena Transportation Advisory Council. It isn't possible to determine if ridership would increase, decrease, or stay about the same under this option.

Other Options to Consider:

- a. Eliminate East Valley Service – Add Saturday hours to current service. This option was recommended by the Transit Development Plan and endorsed by the Helena Transportation Advisory Council.
- b. Eliminate East Valley Service – Add additional evening hours to current service. This option was recommended by the Transit Development Plan and endorsed by the Helena Transportation Advisory Council.

Eliminate East Valley Service - Hire a Mobility Manager. The feasibility of this hiring a mobility manager will be explored within the County Inclusive Transportation Grant (Phase II). This option was recommended by the Transit Development Plan and endorsed by the Helena Transportation Advisory Council.